

Graphics

Register,

Coordinator

1960-1961

TEA Review Completed

State Dept. review completed

SECRET

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting AD/CR
FROM : Chief, GR/CR
SUBJECT: New York Trip Report - 19-20 December 1960.

DATE: 28 December 1960

*per
DATE
PAB*

25X1

Travellers:

Purpose:

Discussions with motion picture film procurement sources concerning standing and current requirements.

Scope:

Army Pictorial Service Center
Commanding Officer
Video-tape demonstration
Procurement
Distribution

25X1

25X1

Summary of Activity:

25X1

At the Army Pictorial Service Center we made a courtesy call on Lt. Col. Randle, Commanding Officer, and arranged to see their new video-tape installation. The Film Branch is more and more frequently unable to service requests for televised programs because they are available in video-tape only (the cost of transferring to film is approximately six hundred dollars per hour of film). The Signal Corps is experimenting with procedures to make quick kines of interviews, personalities, and (as we saw) timely shorts. Our increasing needs might justify play-back equipment sometime in the future.

We discussed our copying program (Customs material) with Mr.

Procurement difficulties and leases were discussed with

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25X1

[redacted] of the Distribution Branch.

25X1

At the [redacted] 25X1 mentioned how much they miss [redacted]. They had planned to train a replacement, but that person is now out on leave without pay, and there is a good possibility that she may not return. Several specific cases were discussed that involved difficulties, either on our part or on theirs. 25X1 [redacted] were told about the video-tape installation at SCPC so that they would be knowledgeable of the Army's capabilities, should they ever be required.

25X1

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The following morning we called [redacted] 25X1

25X1

[redacted]. This was a contact formerly maintained by [redacted] 25X1 and with whom we now deal directly. Mr. [redacted] thanked him for past cooperation, and a DD/P requirement involving a search for stock footage on Mobutu was left with him.

25X1

Later in the morning, we called on Mr. [redacted] 25X1 Director, Educational and Community Services [redacted] 25X1 [redacted]. It is Mr. [redacted] who for many years has obtained films for us from various member companies of the [redacted] 25X1 [redacted]. He had requested to see receipts for the year 1957 in connection with the renewal of a lease just expired. Since his move from Washington to New York there has been a changing pattern in requirements, (loans are handled locally). This procedure was discussed, and the status of the Association's participation in foreign language training efforts through the production of five language newsreels for use in schools and colleges.

25X1

At noon we met [redacted] 25X1

25X1

25X1

[redacted], Inc., for lunch. Mr. [redacted] is [redacted] most helpful contact among the various newsreel companies. It was Mr. [redacted] who procured for us so promptly the coverage of the Soviet's November Anniversary Celebration. This material was requested by General Decker, Chief of Staff, for one of his early staff meetings, and thanks to [redacted] 25X1 and [redacted], we were able to meet the deadline.

25X1

25X1

OCR/GR/FEG:fm

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MEMORANDUM FOR: Assistant Director, Central Reference
STATINTL

FROM :

SUBJECT : Suggestions on Graphic Intelligence Resources

I am submitting the following suggestions to you in the hope that they may be of some use in accomplishing two of the CODIB objectives for Fiscal 1960: the possible establishment of a DCID on graphic intelligence and the cataloging of graphic resources. The suggestions refer specifically to photographs but could apply to films or any other graphic resource.

1. It is suggested that a survey be made to determine the existing photographic collections (files) in the US Government. The CIA and the Departments of the Army, Navy, and Air Force maintain the photo files which are most significant to the Intelligence Community; it is essential, however, to account for photo files in other agencies in order to present a complete picture of the photographic resources which are available to the Community.

2. It is suggested that after the photo files are identified that a detailed analysis be made of their contents, and descriptions (tables and/or text) be prepared of the contents of each file (subject and area). In addition, the major sources of the photos in each file and the photo collection programs should be ascertained.

A general analysis has already been made of the GR/CR photo files for the Reference Aid on GR, but it is not refined enough for this purpose. For example, the category "Economic" should be subdivided into its major subject headings, petroleum, coke, coal, electric power, etc. The Reference Aid on GR, however, does define the sources of the photos on file in GR and the collection programs.

3. It is suggested that a detailed analysis of the photo requests be made for each USIB agency which maintains a photo file. The analysis should cover a 2-year period (calendar 1958 and 1959) at least and possibly a 3-year period. The analysis should include the number of requests, the number of photos provided, the requesters, and, if known, the use made of the photos -- that is, whether they were used in the NIS program, photo interpretation as done by groups such as PIC/CIA, as sources of information for intelligence researchers, or as illustrative material in reports or in training programs.

4. It is suggested that after the photo files are identified and analyzed that the contents of the files be compared with the request picture. It would be revealing to find out the proportion of the files

devoted to photos on subjects and areas for which frequent requests are received, as well as the proportion devoted to photos on subjects and areas seldom or never requested.

It is also suggested that the contents of the existing photo files be compared to determine the coverage of each on given subjects and areas. Although the photos in the GR/CIA files and the defense agency files are received from different sources, they may be on the same subjects and areas.

5. It is suggested that the findings made in accomplishing the foregoing suggestions be incorporated in a concise paper, with possible recommendations, and that the paper be submitted to the CODIB members for their review and consideration in determining the desirability of establishing a DCID in the area of graphic intelligence. Subsequently, the paper could be modified, if necessary, and issued by the CODIB as a reference aid on the photographic resources in the US Government.

6. It is suggested that the inventory or cataloging of resources in such specialized areas as graphic data be made prior to the consideration of a DCID on the subject, so that the CODIB members would have full knowledge of the particular resource prior to their drafting the DCID on it.

STATINTL





1959 and 1960
AGREEMENTS ON NEW YORK GRAPHIC SOURCES
BETWEEN OO AND ICD

Enclosure A STATINTL

1 JUL 1959

GROUP I

All Types of Photographic Material:

A. UNNAMED SUPPLIERS:

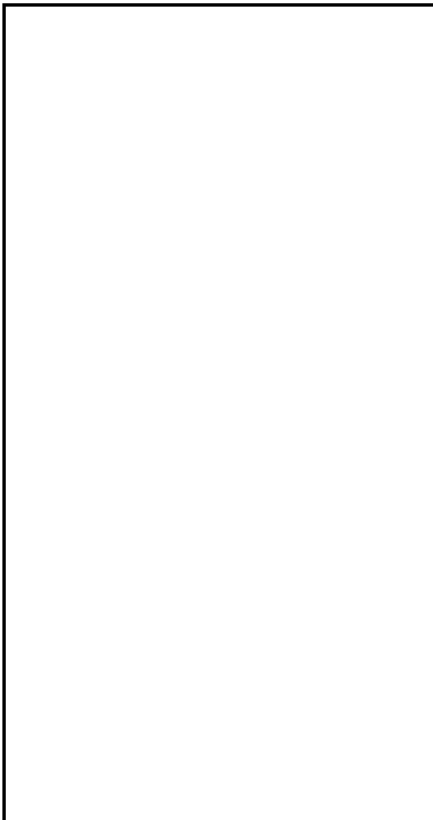
Foreign Government Information Offices

Foreign Government Tourist Offices

Foreign Government Consulates

United Nations Offices and Foreign Delegation Offices

B. NAMED SUPPLIERS:



STATINTL

Page Denied

Next 1 Page(s) In Document Denied

STATINTL

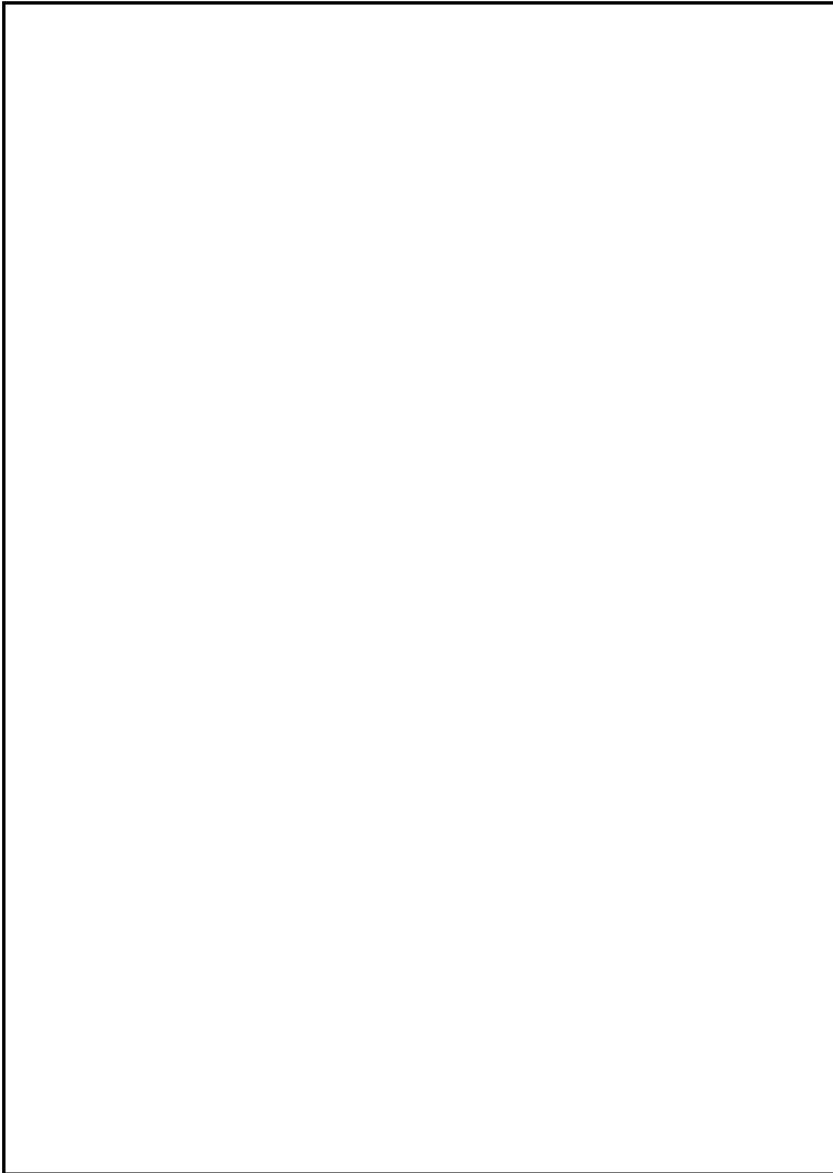
1 April 1959

Enclosure B --



GROUP I

STATINTL



STATINTL

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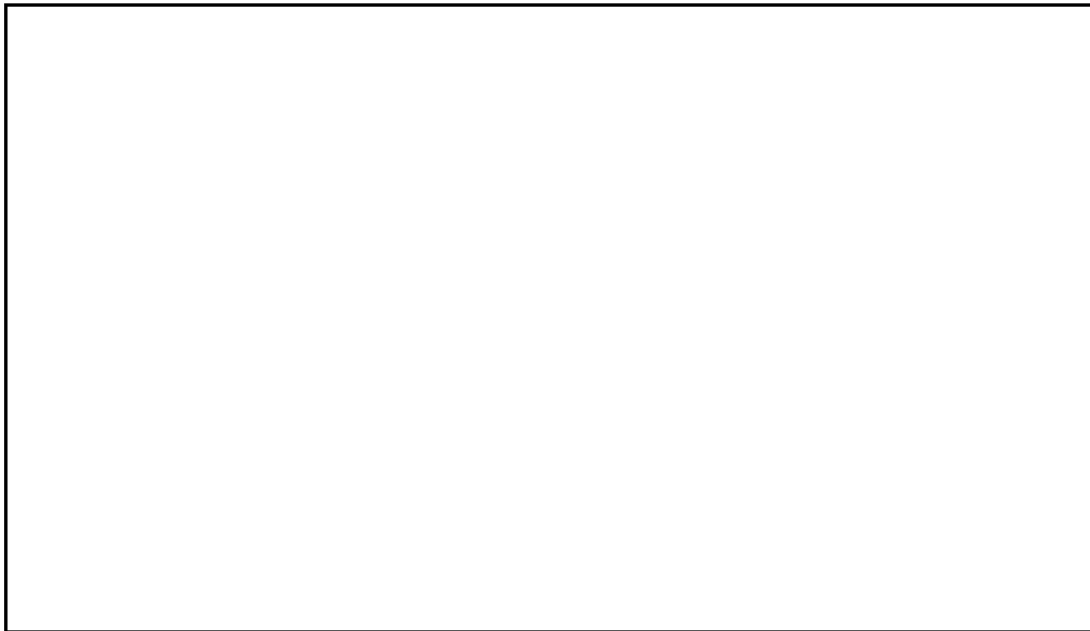
~~FOR OFFICIAL USE ONLY~~

1 April 1959

Enclosure 9

STATINTL

Addresses and Mailing Instructions



All commercial motion picture film should be shipped via Parcel Post, Special Handling. Where possible, ship directly from and return to the supplier. Register if film can not be replaced.

STATINTL

For :

The process sheet should include the subject and/or field remarks, and in addition to the usual items, the following:

Film -- Titles of film and any special comments worth including in the source file.

Still -- Area and general subject. Also number of photographs. (If stills are not self-captioned, a caption sheet (Form 121) should be sent with the photos to UR. A copy need not be attached to the process sheet.)

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C-O-N-F-I-D-E-N-T-I-A-L

25X1

Enclosure C

1 April 1959

For the convenience of Graphics Register, the following is a partial list of sources for which requirements are to be served through GMP Staff. The GPO may be utilized for the exploitation of these sources at the discretion of the NYFO.



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C-O-N-F-I-D-E-N-T-I-A-L



Page Denied

25X1

C-O-E-P-I-D-E-N-T-I-A-L

16 April 1959

MEMORANDUM TO: Chief, Graphics Register, GCR and
Chief, [REDACTED]

25X1

FROM : Chief, Contact Division, CO

SUBJECT : Collection Action and Procedures in the New York City
Area on behalf of Graphics Register, GCR

REFERENCE : 24 March 58 Memo -- Same Subject

1. Attached are revised enclosures A, B, C, and D for Reference.
Also attached is new enclosure E, a list of photo houses, for which
requirements will be served through Army Signal Corp.

2. Your file should now include:

Reference			
This Memo	25X1		
Enclosure A --	[REDACTED]	Unclassified	1 Apr 1959
Enclosure B --	[REDACTED]	Unclassified	1 Apr 1959
Enclosure C --	NYFO	Confidential	1 Apr 1959
Enclosure D --	Address & Mailing Instructions For Official Use Only 1 Apr 1959		
Enclosure E --	Army Signal Corp.	Unclassified	1 Apr 1959

25X1

Enclosures:
A, B, C, & D & E

GCR STAFF
[REDACTED] :ccs

25X1

C-O-E-P-I-D-E-N-T-I-A-L

STANDARD FORM NO. 64

CONFIDENTIAL

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PAB

Office Memorandum • UNITED STATES GOVERNMENT

TO : AD/CR

DATE: 1 June 1960

FROM : Chief, GR/CR

SUBJECT: Graphics Procurement via State/New York

1. The Department of State ICD/NY office is a most important link in an essential chain of procurement sources to provide world-wide pictorial information. This chain includes foreign and domestic, private, official and commercial sources.

2. New York City has the best sources of foreign pictorial information and has supplied most of the material needed to complete community requirements for material not already on hand. Since time is a critical factor in responding to requirements in our field, our New York sources assume even more importance.

25X1 3. Several agencies of the government have representatives in New York who offer cooperation in our efforts. Two, [] 25X1 [] offer specialized and unique services. Nearly all other collection action is handled by State or CIA and is coordinated to prevent duplication of effort and material and to most effectively exploit the best sources. State covers sources which, by policy, the Agency may not exploit. In other cases State provides a quick channel to a source where Agency exploitation would be very difficult. Tab "A" includes memoranda which outline the most recent understandings between ICD and OO on graphic sources in New York.

25X1 4. While it has not, for many reasons, been feasible to enjoy an all-out, all-source procurement program, photographic and motion picture requirements have increased each year. By necessity, there has been an effort to control the flow of incoming material at a rate having a reasonable relationship to our ability to process it. This is largely accomplished by concentrating procurement on priority areas and from most productive sources. It has also led to some "crash" requirements. Here, ICD/NY has been particularly responsive, often air-mailing material the same day the request has been telephoned. Important as such service has been to the community, the yearly statistics are even more indicative of the strength of this State link in our procurement chain. Tab "B" statistics indicate that ICD/NY is our most important single source for graphic support.

25X1 5. [] could never afford the time to fully exploit their graphic sources and has, in fact, been transferring sources to ICD. Even with a GR specialist assigned full time to the [] 25X1 [] the bulk of the material from New York came from State. While [] might adjust their priorities to do more in the graphics mission, it is believed they would be completely inadequate to assume the U. S. commercial film and photo sources

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now handled by State. They could not even accept, under present policies, the foreign sources so important to even minimum adequacy in current procurement.

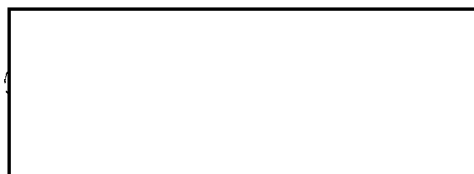
6. It is doubtful that anything could be developed, even over a period of years, that could be a reasonable substitute for ICD and it would almost certainly cost the government many times the cost of the present arrangement. State's work is most important to us and is accomplished efficiently and economically. In short, it is not a question of a reasonable alternative; there is just no substitute for ICD/NY.

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Enclosures:

1. Tab "A"
2. Tab "B"

GR/FEG:fm



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AND FORM NO. 64

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Meetings and Conferences
(Briefings and Tours)

Office Memorandum • UNITED STATES GOVERNMENT

o • MEETINGS AND CONFERENCES FILE

DATE: 8 September 1960

FROM : Chief, GR

64-340/4

SUBJECT:

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At [] invitation, [] 25X1
 accompanied by [] TSD's Project Engineer, visited []
 to check the new camera intended for GR reproduction work. This
 camera was, I believe, an idea of [] translated into 25X1
 engineering specifications by TSD, and constructed by the [] 25X1
 [] It is an impressive console arrangement with electrical
 relays, photoelectric cells, strobe illumination built-in, sequencing,
 etc. It is an auto-focus camera capable of handling books, negatives,
 photos and slides up to 14 x17". A main feature of the camera is a
 separate folded optic system for captions. The camera exposes both
 the photo and caption material on one 70mm negative using a regular
 Beatty camera and magazine unit. It is quite an impressive camera
 and is understood to have been an investment of something like
 \$40,000.

It is about completely debugged and now ready for operational
 service.

25X1

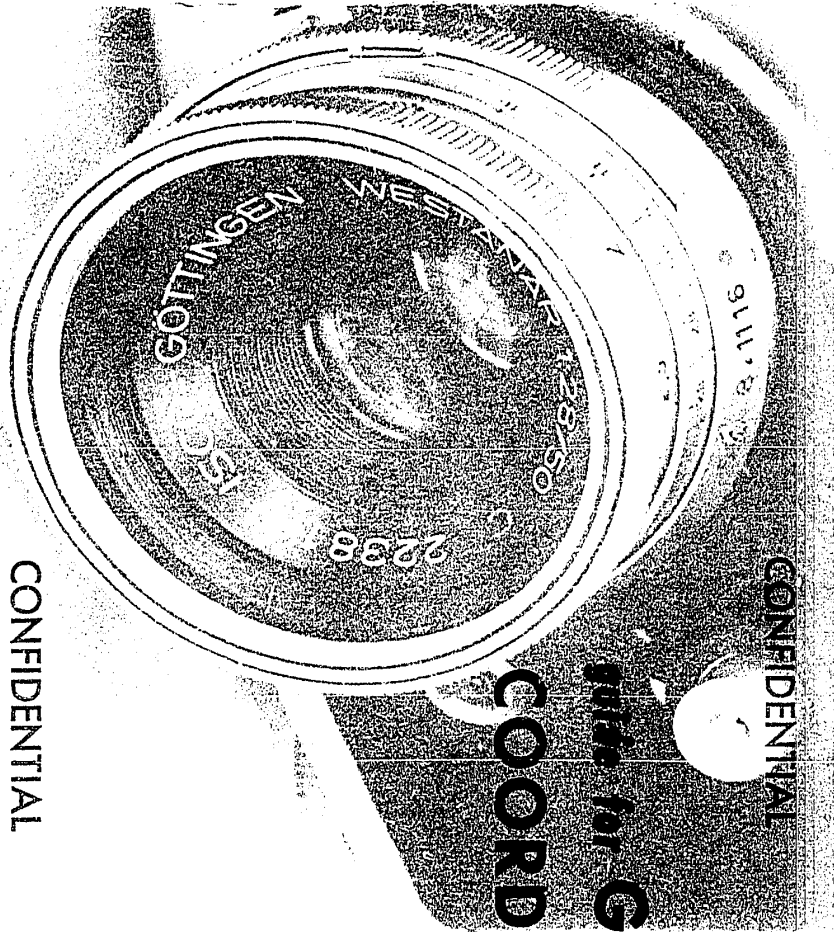
[] has been asked to supply special card stock forms for
 the captions. GR will start using these captions for slides sent to
 PSD for copying.

It is expected that this new camera will be installed within
 the GR in the new building.

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guide for GRAPHICS COORDINATORS

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Prepared by
Bureau of Intelligence and Research

Department of State

For the use of
Graphics Coordinators

October 1960

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GUIDE FOR GRAPHICS COORDINATORS

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GUIDE FOR GRAPHICS COORDINATORS

INTRODUCTION

Ground photography is one of the most important sources of information on foreign areas. Government agencies are making increasing use of photographs for special projects and studies, and for planning and training programs. The Department supports the Graphics Register which provides a central service from its comprehensive collection of photographs and motion picture films on all areas and subjects. The value of the support rendered by pictorial materials has been amply demonstrated and the Department encourages active participation in this world-wide program.

Although present files are world-wide in scope it is essential that gaps in coverage be filled and that the collection be continuously augmented and updated by the receipt of current photographs of selected subjects. Contributions from overseas posts are most important in this respect because local commercial and other sources are unable to supply adequate area and subject coverage.

GRAPHICS COORDINATORS

The importance of photographic procurement has resulted in the designation of a Graphics Coordinator at each post to encourage and support the photographic collection program. The Graphics Coordinator is a point of control for the program and can request cameras, film, funds, and specific photo collection guidance appropriate to the capabilities

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of the post. Upon reassignment, Graphics Coordinators should notify the Department, and the post should name a new coordinator and inform the Department.

SUGGESTED SOURCES

Many excellent photographs may be obtained, often without cost, from newspapers, magazines, travel folders and other published sources. Newspaper pictures will not generally reproduce well; glossy prints from the files of such publishers will often be available. Funds are available for necessary purchases.

American citizens living abroad, or those travelling on business or for pleasure, often possess interesting and valuable photographs which they are willing to lend to the Government for copying.

Business firms, steamship lines, railroad companies, airlines and travel agencies, etc., are likely to have photographs which they distribute without cost, or which they may be willing to lend for review and possible reproduction locally or in Washington.

Valuable pictures may be available by purchase or otherwise from commercial photographic houses, from collections, or from exhibitions. Such sources should be examined and pertinent information on the source, extent and nature of coverage determined. If significant costs are involved, details as to cost and terms of sale should be forwarded to the Department for consideration and approval.

Graphics Coordinators are urged to enlist assistance of other mission personnel where feasible and to apprise selected officers of photographic requirements.

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Graphics Coordinators may use their own judgement in selecting suitable participants and coordinating their activities. This will prevent unnecessary duplication of effort and take maximum advantage of photographic opportunities available through travel, etc. Special care should be taken to control operations in accordance with local sensitivities. Questions of propriety should be resolved by the Graphics Coordinator or such other officers as may be designated for this purpose by the Chiefs of Mission.

ORIGINAL PHOTOGRAPHS BY OVERSEAS PERSONNEL

Although desired pictorial coverage will be obtainable from the sources suggested previously, overseas personnel are often able to supplement this coverage. They are urged to submit current photographs of possible interest from their personal collections. Prints or negatives will be given careful handling and returned promptly.

Availability of Cameras and Film--Cameras and film can be made available upon request to officers who are in a position to take original pictures of any of the subjects listed in this handbook. Inasmuch as the number of cameras available may be limited at times, requests may be deferred in preference to requests for cameras from posts located in areas where other sources are limited or non-existent. In any case, the Graphics Coordinator will normally have a 35mm camera available for staff use. Requests for film (specifying size, type and quantity) and for cameras should be sent to the Department by Operations Memoranda, Subject: FOREIGN PHOTOGRAPHS. Cameras shall not be purchased without the prior authorization of the Department. The Graphics Coordinator is responsible for the equipment assigned and must sign a receipt for it. When he is transferred the new Coordinator should send a new receipt to the Department.

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Processing and Reproduction--Exposed undeveloped film, negatives or prints may be sent to the Department for processing and reproduction. If requested, copies of any or all photographs submitted will be returned for use of the post. Some personal photography may be appropriate and may even be desirable in special cases. These are always returned to the photographer.

SUBMISSION OF PHOTOGRAPHS AND OTHER MATERIAL

Use of Operations Memorandum or DS-4 Transmittals--All questions concerning the collection of photographs, requests for film, etc. should be referred to the Department via Operations Memorandum, Subject: FOREIGN PHOTOGRAPHS. Photographs, unprocessed film, or negatives should be submitted as enclosures to the Operations Memorandum or DS-4 Transmittal. Identifying information may be set forth in the correspondence and should be correlated with the exposure sequence, marked negatives or prints. The information (in the case of negatives or prints) may be attached to the individual items. The normal processing time is three weeks.

IDENTIFICATION

The accuracy and detail of identifying information add a great deal to the usefulness of any photograph submitted.

Location--A precise location materially expedites the processing of photography for the central files. The country, province and city or village are basic. Within a city, street address or distance and direction from an established landmark should be given. Outside of urban areas the distance and direction from a city, road junction or known point of ref-

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erence should be provided. In some cases geographic or map coordinates should be given if available.

Other Descriptive Information--Supplementary data such as the name of a building or installation should be supplied. A word or two on function, products, capacity, etc., may be invaluable. The width and surface of roads and bridges; the time of year; unusual local conditions - may be significant and not obvious from the photograph.

Identification of Source--The name of the contributing officer or the original source will permit end-users to obtain additional information if such is required at a later date.

Date, Time and Direction--The date, time of day and camera direction further increase the value of photographs. In some cases even technical information on the camera equipment and its settings can be helpful, especially where mensuration and photo interpretation is called for.

Identification of Undeveloped Film--Undeveloped film may be submitted for processing but rolls should be numbered and correlated, if possible, with accompanying information describing the pictures taken. Some contributors find it easier to supply adequate identifying information after reviewing the picture. If posts wish to have photographs for their own use, copies will be furnished on request.

Submission of Photographs of Prominent Personalities--Photographs of prominent personalities, submitted in accordance with biographic reporting requirements, need not be duplicated since such photographs are made available to the Graphics Register. Other personality photographs may be submitted via the Graphics Coordinator.

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Submission of Photographs on Economic Subjects--When photographs of industrial, agricultural and other economic subjects are submitted in accordance with economic reporting requirements (CERP), one additional set should be forwarded to ICD/Graphics by an Operations Memorandum, Subject: FOREIGN PHOTOGRAPHS.

Security Classification--In general, photographs will be most useful if unclassified and unrestricted as to use. However, when the nature of the subject or the means of procurement require that photographs be classified, such facts should be clearly stated. The classification of photographs should be considered separately from classification of the covering Operations Memorandum. Information which may reveal the existence of an official photographic program should be classified CONFIDENTIAL.

PHOTOGRAPHIC REQUIREMENTS

Although at times there may be particular emphasis on certain critical areas and special objectives, current photographs are in general demand on all areas. Special and specific requirements are available for many countries. Photographs of any new construction or installations are always desired.

Personalities

Photographs of foreign persons of significance or potential significance to the American Government, including military, political, industrial, scientific and engineering personalities, labor leaders, and journalists.

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Cities and Towns

Approaches--Road, rail, water

General Layout

 Main thoroughfares

 Residential sections

 Commercial districts

 Manufacturing areas

Details

 Landmarks

 Principal buildings

 Municipal

 Industrial

 Educational

 Scientific

 New construction

 Public utilities

 Water supply

 Sewage disposal

 Power plants

 Gas plants

 Transportation

 Railroad stations

 Marshalling yards and sidings

 Repair facilities

Details (cont'd)

 Public transportation

 Communication

 Telephone and other transmission
 facilities

Heavy Industry and Manufacturing

General Layout

Individual buildings

Interior views

Products (include name-plate data
if possible)

Port and Dock Facilities

Approaches

 Rail

 Road

 Water

General Layout

 Loading facilities

 Piers, docks, quays

 Main buildings and shops

Details

 Cargo handling facilities

 Storage

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Details (cont'd)

Warehouses
Transit sheds
Refueling facilities
Shipbuilding and repair
Marine railroads
Slips and pens
Drydock
Military and naval installations
Railroad terminal facilities
Ships and harbor craft
Transportation
Roads
Main highways
Secondary roads
Junction points
Bridge crossings
Railroads
Main lines
Marshalling yards
Bridges and tunnels
Stations
Repair and service facilities
Transshipping facilities

Inland waterways
Canals, dams, locks
Rivers
Cargo handling
River craft
Air facilities
Sociological
Native types, ethnic groups
Costumes
Customs
Place of worship
Cermonies
Welfare activities
Educational
Medical
Foreign missions
Public safety
Police
Fire
Typical street scenes
Typical homes
Living conditions of contrasting
economic levels
Working conditions

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Political
Public demonstrations
Propaganda posters
Communist activities
Anti-Communist activities
Headquarters and offices

Economic
Mineral resources
Mines
Ore Processing
Quarries
Petroleum
Oil wells
Refineries
Pipelines
Agricultural resources
Farms
Equipment
Products
Grain elevators
Refrigerating plants

Forestry
Fishing
Docks and equipment
Canneries

Scientific
Hospitals
Medical laboratories
Research laboratories
Field explorations
Precision instruments
Calculators, computers
Weapons development
Nuclear reactors (power and research)

Topographic
Relief features
Coasts and beaches
Landmarks
Drainage
Vegetation
Terrain

THE FOLLOWING SECTION IS UNCLASSIFIED
WHEN REMOVED FROM THIS
AND PRECEDING PAGES

TECHNICAL ASPECTS OF PHOTOGRAPHY

The following information is included as a ready reference guide for all photographers. It covers those basic aspects of photography which should be understood in order to obtain consistently good pictures. Because of the scope of the subject no attempt has been made to cover completely any specific phase but rather to include information of general significance.

FILMS

Films have four basic characteristics--speed, graininess, contrast, and sensitivity to color. Both black and white and color films are rated by a "film speed" number which indicates how sensitive that film is to light. The higher the number, the greater the sensitivity. The ratings are called "exposure indexes" or ASA numbers.

Black and White Films

<u>SPEED</u>	<u>CHARACTERISTICS</u>	<u>ASA RATING*</u>	<u>EXAMPLES</u>
Slow	High quality, fine grain, best for enlargements	10-40	Kodak Panatomic-X, Adox KB-14, Adox KB-17

(Continued on page 18)

Black and White Films -- Cont'd.

SPEED	CHARACTERISTICS	ASA RATING*	EXAMPLES
Medium	General purpose use, fine to medium grain	50-160	Kodak Plus-X, Adox KB-21, Ansco Supreme
Fast	Use under limited light conditions or for fast action medium to coarse grain	160 & up	Kodak Tri-X, Ilford HP-3

*All ASA ratings for daylight exposure.

Color Films--Several types of color films are now available with ratings of from ASA-10 to ASA-160. However, most color photography is done with slow speed films. The high speed color films are a rather recent innovation. In exposing color films it should be remembered that any color film has far less "latitude" than black and white. This means that camera settings must be more accurate and there should be less contrast between the brightest highlight and the darkest shadow. It is recommended that color photography be taken in sunlight and restricted to a period from two hours after sunrise and two hours before sunset. Most commonly used color films are as follows:

<u>TYPE</u>	<u>ASA RATING</u>
Kodachrome	10
Ektachrome	32
Anscochrome	32

<u>TYPE</u>	<u>ASA RATING</u>
Super Anscochrome	100
Hi-Speed Ektachrome	160

The latter two are not recommended for general purpose photography.

EXPOSURES

Exposure Indexes--Each roll of film includes an instruction sheet which provides characteristics of the film and the ASA rating or Exposure Index. Some films are more sensitive to light than others and these indexes are numerical expressions of this sensitivity.

Exposure Values--The exposure value (light value) system is a system designed to simplify exposure settings by combining lens openings and shutter speeds into one adjustment. All combinations of f-numbers and shutter speeds which give the same exposure have the same EV (exposure value) number.

Exposure Meters--Exposure meters contain a photoelectric cell to measure the intensity of light and give the exact exposure setting. They are particularly useful when taking pictures under dark, cloudy skies, in shade, or late in the day where conditions make exposure guessing a bit hazardous.

f-STOP NUMBERS (lens opening or aperture)

Lens diaphragms are calibrated in units called "f-stops." The f-stop is simply a term used to define the diameter of a lens opening. The smaller the lens opening, the larger the f-stop number. Each f-stop admits twice the amount of light as the next larger f-stop number.

SHUTTER SPEEDS

Film is exposed only for a pre-set length of time such as 1/50 or 1/100 of a second. In most cameras shutters are adjustable to meet the photographer's needs. Fast shutter speeds stop action to prevent blurring the picture. Slow shutter speeds are used to allow longer exposure for absorbing available light. Camera shutter speed settings are directly dependent on camera-to-subject distance, direction, and speed of action. The closer the action, the faster the shutter speed. Horizontal action requires faster shutter speed than head-on movement. It is always safer to use a shutter speed that may be too brief rather than one that is too long.

DEPTH OF FIELD

The lens reproduces sharply not only that part of the subject on which it is actually focused but also a certain zone in front and behind. This zone, from the nearest point of sharp focus to the farthest point of sharp focus, is called depth of field. Large lens openings yield a shallow depth of field over which focus is critical. Small lens openings give greater depth of field but gather less light and require slower shutter speeds.

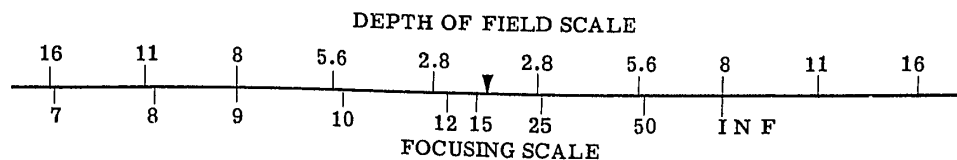


Illustration shows that if you set the focusing scale at approximately 15 feet and the aperture at f.8, everything in the zone from 9 feet to infinity will be sharp.

SCALE

Additional information which can be very valuable to eventual users is an indication of the approximate size of photographic subjects. Of course, for many photographs this may not be necessary, but for photographs of such subjects as roads, bridges, machinery, etc., it can be very helpful. For example, if a photograph of a bridge includes a person, a vehicle, or some other object of known size, the approximate measurements of the bridge can be determined.

NOTE

As a general rule, the instruction sheet which accompanies each roll of film gives sufficient information on exposure to enable the photographer to take good pictures under normal conditions. For example, in exposing Kodachrome film on a normal sunny day, consistently good pictures are produced by using a shutter speed of 1/50 and an aperture of between f5.6 and f.8. Under the same sunny day conditions, using Plus-X black and white film, one should use a shutter speed of 1/100 and an aperture of f-16. If the photographer can become accustomed to a "rule of thumb" setting for average conditions, it becomes quite simple to adjust to changed conditions which necessitate slower or faster shutter speeds, or a corresponding increase or decrease in the f-stop.

The other most common problem is in obtaining proper focus. The camera's range-finder will, of course, enable one to focus sharply on any subject. However, the whole problem of focus is considerably simplified if you have an understanding of depth of field. The rule of thumb here is to use as small an aperture as possible so as to take advantage of the lens' greatest depth of field. Here again, under normal sunny conditions, a simple setting on the depth of field scale will permit you to use the camera without constant time-

consuming use of the rangefinder. For example, in using Plus-X film with a setting of shutter speed - 1/100, aperture - F-8, and focusing scale at slightly over 15 feet, your camera can be operated as a fixed-focus camera with everything from 9 feet to infinity in focus. (See page 20)

AERIAL PHOTOGRAPHY

The two most common problems associated with aerial photography are haze and plane motion. Haze is always present in the atmosphere and tends to give color films a bluish cast. The best way to minimize this effect is through use of a "skylight" filter. You will also find the shady side of the plane to have less haze effect. Aim the meter toward the ground and for color photography increase the indicated exposure by using the next lower f-number or the next lower EV-number. For black and white film decrease the indicated exposure by one number.

When the plane is near the ground a shutter speed of 1/200 should be used to prevent blurring of the photo images. As a rule shutter speed of less than 1/100 should be avoided on all aerial photography. The camera should never be rested against a part of the plane such as the window because of the plane's vibrations. A cushion to support your elbows when you shoot will help insulate against some of the vibration.

GLOSSARY

- APERTURE** -- In cameras, the aperture is usually variable, in the form of an iris diaphragm, and regulates the intensity of light which passes through a lens.
- BLOW-UP** -- Photographic slang for enlargement.
- BRIGHTNESS RANGE** -- Variation of light intensities from maximum to minimum. Generally refers to a subject to be photographed. For example, a particular subject may have a range of one to four, that is, four times the amount of light is reflected from the brightest highlight as from the least bright portion of the subject.
- BRILLIANCE** -- A term denoting the degree of intensity of a color or colors.
- BULB** -- A camera exposure setting which allows the shutter to remain open as long as the shutter release mechanism is depressed.
- CABLE RELEASE** -- A flexible shaft for operating the camera shutter.
- CASSETTE** -- The metal magazine in which 35mm film is packed.
- COLOR SENSITIVITY** -- The response of a photographic emulsion to light of various wave lengths.
- COMPOSITION** -- The balancing of shapes and tones to produce a pleasing effect.
- CONTRAST** -- Subject contrast is the difference between the reflective abilities of various areas of a subject. Lighting contrast is the difference in intensities of light falling on various parts of subjects.
- DELAYED ACTION** -- Another term for a self-timer -- a device on the shutter of the camera which permits the shutter to trip about ten seconds after it is released.

DEPTH OF FIELD -- The distance between the nearest and farthest objects in the subject area which are in satisfactory focus.

DIAPHRAGM -- A device for controlling the amount of light which passes through a lens. It is usually an iris diaphragm.

DIN -- A European system of measuring film speed; little used in the United States.

DOUBLE EXPOSURE -- The intentional or unintentional recording of two exposures on a single frame.

EMULSION -- The light sensitive layer, consisting of silver salts suspended in gelatin, which is spread over the film.

EMULSION SPEED -- The factor which determines the exposure necessary to produce a satisfactory image. This is commonly expressed in Weston, General Electric, or American Standards Association (ASA) emulsion numbers which have been assigned to the film.

EXPOSURE -- The term is defined as the product of time and intensity of illumination acting upon the film.

EXPOSURE METER -- An instrument for measuring light intensity and determining correct exposure.

EXPOSURE VALUE (EV) SYSTEM -- A method of expressing exposure as a single number instead of the usual shutter speed and lens opening.

f NUMBERS -- A system for marking lens apertures. (See: Diaphragm)

FILM -- A sheet or strip of acetate, coated with a light-sensitive emulsion for exposure in a camera.

FILTER, LIGHT OR COLOR -- A piece of colored glass or gelatin, which is usually placed in front of the camera lens to compensate for the color sensitivity of the

film. Also used to modify or exaggerate contrast.

FILTER FACTOR -- The number by which the correct exposure without the filter must be multiplied to obtain the same effective exposure with the filter.

FIXED FOCUS -- A term applied to a camera in which the lens is set permanently in such a position as to give good average focus for both nearby and distant objects.

FOCAL LENGTH -- The distance between the center of the lens and the point at which the image of a distant object comes into critical focus.

FOCAL PLANE -- The plane at which the image is brought to a critical focus. In other words, the position in the camera occupied by the film emulsion.

FOCUS -- The plane toward which the rays of light converge, to form an image after passing through a lens.

FOG -- A veil or haze over the negative or print, which is due to undesired chemical action or light.

GRAIN -- Used in speaking of individual silver particles or groups of particles in the emulsion which, when enlarged, become noticeable and objectionable.

INFINITY -- A distance setting on a camera focusing scale, beyond which all objects are in focus.

LATENT IMAGE -- The invisible image formed in an emulsion by exposure to light. It can be rendered visible by the process of development.

LATITUDE -- Exposure latitude is the quality of a film, plate or paper which allows variation in exposure without detriment to the image quality. Development latitude is the allowable variation in the recommended developing time without noticeable difference in contrast or density.

LENS SHADE -- A detachable camera accessory used to shield the lens from extraneous light rays.

NEGATIVE -- A photographic image on film, in which the dark portions of the subject appear light and the light portions appear dark.

ORTHOCHROMATIC FILM -- A film not sensitive to red.

PANCHROMATIC FILM -- A film that is sensitive to all colors of the visible spectrum.

PARALLAX -- The apparent displacement of an object seen from different points. Commonly encountered in photography in the difference between the image seen in the view finder and that actually taken by the lens.

PERSPECTIVE -- The illusion of three dimensions created on a flat surface.

POSITIVE -- Any print or transparency made from a negative is termed a positive.

PRINT -- A photographic image reproduced on paper in black and white or color.

REVERSAL -- A process by which a negative image is converted to a positive. Briefly, a negative is developed, re-exposed, bleached, and redeveloped to form a positive.

SCALE -- Scale is the ratio of a linear dimension in the photograph to the corresponding dimension in the subject.

SHUTTER -- On a camera, a mechanical device which controls the length of time light is allowed to strike the film.

SLIDE -- See: Transparency.

SPEED -- In film, speed means sensitivity to light; a fast film is highly sensitive. In a lens, speed refers to relative aperture. In a camera shutter, speed refers to the time between opening and closing; a fast shutter permits very brief exposures.

STOP -- See Diaphragm.

SYNCHRO-FLASH -- A term applied to flash photography in which a flash bulb is ignited at the same instant that the shutter is opened, the flash bulb being the primary source of illumination.

SYNCHRONIZER -- A device for synchronizing the shutter of a camera with a flashlamp so that the shutter is fully opened at the instant the lamp reaches its peak intensity.

TIME EXPOSURE -- Any exposure longer than the slowest shutter speed of a camera.

TONE -- In photography this usually applies to the color of a photographic image or, incorrectly, to any distinguishable shade of gray.

TRANSPARENCY -- An image on a transparent base, which must be viewed by transmitted light, commonly known as slides.

VIEW FINDER -- A viewing instrument attached to a camera, used to obtain proper composition.

SECRET

64-391/4

10 October 1960

AD/CR

Chief, GR/CR

Contributions to the Semi-Annual Report to the President's Board of Consultants on Foreign Intelligence Activities.

New Sources for Motion Picture Films:

25X1 PROCUREMENT OF CHINESE COMMUNIST FILMS - Prior to August, 1959 no motion picture films produced by Communist China were being received by Graphics Register. But beginning with that month (largely as a result of [redacted]'s 1959 trip to the Far East, and his arrangements with DDP) Graphics Register began to receive Chinese Communist newsclips through a DDP code project. Under this project the [redacted] conducts collections through an agent who views films produced by the Chinese, and sends back brief descriptions of those excerpts which he can obtain. These are predominantly newsreel-type films. From these descriptions Graphics Register selects the newsclips which seem to be worth the prices quoted and indicates to the agent (through DDP) how much we will pay. To date this program has furnished six (6) films, each composed of many selected newsclips. Three (3) sets of formal Presentation Notices announcing showings of these films have been disseminated in this Agency and to others of the intelligence community. The presentations have been attended by 75 CIA and 40 other USIB viewers.

25X1 PROCUREMENT OF EAST GERMAN FILMS - [redacted] for the past several years has been procuring East German feature motion pictures under the joint sponsorship of DDP/EE and Graphics Register. Newsreels have been procured from [redacted] 25X1 [redacted] The project was budgeted last year as follows:

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This was a \$2500 reduction over the previous year's cost. About a month ago it was learned that this project's procurements can be expected to show a sharp decrease. [redacted]

25X1

[redacted] Arrangements have been made with USIA to supplement Graphics Register's East German acquisitions through USIA collections. 25X1

Collections of East German films last year were as follows:

Newsreels - 90

Documentary - 19

Features - 5

for a total footage of 151,481 feet.

New Sources for Photography:

A most valuable new photograph source was established with the completion of arrangements for a daily service on photographs [redacted]. The operation has already produced a large volume of valuable photography not heretofore available from any other source.

25X1

Overseas photographic collection through the Department of State Graphics Coordinator Program is now being carried out in 193 foreign posts. To facilitate this program the Graphics Register has prepared a "Handbook for Graphics Coordinators" which will soon be published and disseminated to posts throughout the world. [redacted] ILLEGIB

Examples of Motion Picture Services:

The Film Branch has prepared an edited version of THE TENTH ANNIVERSARY CELEBRATION OF NEW CHINA 1949 - 1959 with a taped English language commentary by Mr. James Wong, FDD. This film has been presented to, and received with considerable interest by senior officials of this Agency--including the Director and the Department of State. Also it has been shown to Lt. Gen. Dabney of the Secretary of Defense staff, and is now scheduled for viewing by the Secretary, Mr. Gates on 11 October 1960. Also a request for a retention print of this film [redacted] has just been received. 25X1

One of the most outstanding documentaries offered in recent years by the Film Branch has been OPERATION ABOLITION. It is a film record of the witting and unwitting activities and techniques of communist front organizations and individuals during attempts to discredit and cause abolition of the House Un-American Activities Committee when that unit met recently in California.

Requests for screenings of this film increased avidly with each showing to the point where it was being hand-carried daily

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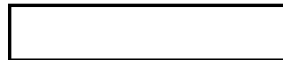
from one place to the next. Two additional prints were ordered, one of which arrived and immediately began receiving bookings as heavy as the first. Since it was accessioned on 20 July 1960 the film has been booked 17 times to date, a number of them double screenings by the following offices:

CI/Staff	ORR (5 times)	State (2 times)
DD/S	OTR (4 times)	
IO/4	SC	

Examples of Photographic Services:

25X1 Photographic support for Agency and USIB offices engaged in research and analysis, training, intelligence publications, current intelligence, and operations was continued throughout the reporting period. Among the variety of requests serviced were: 293 photos of cities in the Soviet Far East [redacted] for use in an urban analysis study by the U.S. Army, ACRAPAC; photos of new TU-124 aircraft furnished on a priority basis to ORR, OGI, ATIC, USAF, etc; 6504 photos on China to Geographic Division, ORR; in conjunction with the Army Map Service supplied 8 copies each of 106 color slides for use by the Geography and Political Science Departments at the U.S. Military Academy, West Point; photos of Sputnik V to PIC, OSI, OGI and AEROSPACE Technical Intelligence Center on a priority basis.

During the past year the Photograph Branch also supplied personality photography for many high-level briefings, biographic information reports, and published intelligence studies. Included were political delegations from Japan and France, visiting royalty from Japan, Thailand and Nepal; key personalities encountered on the President's trip to the Far East and Secretary Dillon's trip to Latin America. In response to a request from Headquarters, Pacific Air Force, 232 photographs of military and civilian leaders of 49 countries were provided.



GR/FEG:fm

cc: Film Branch
Photo Branch

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Adelaide	4	Cairo	49	The Hague	95
Aden	5	Calcutta	50	Haifa	96
Aleppo	6	Calgary	51	Halifax	97
Alexandria	7	Call	52	Hamburg	98
Algiers	8	Canberra	53	Hamilton	99
Amman	9	Capetown	54	Helsinki	100
Amsterdam	10	Caracas	55	Hong Kong	101
Ankara	11	Cardiff	56	Hue	102
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Antwerp	13	Cebu	58	Iskenderun	104
Aruba	14	Chiangmai	59	Istanbul	105
Asmara	15	Ciudad Juarez	60	Izmir	106
Asuncion	16	Ciudad Trujillo	61	Jerusalem	107
Athens	17	Cochabamba	62	Jidda	108
Auckland	18	Colombo	63	Johannesburg	109
Baghdad	19			Kabul	110
Bangkok	20	Conakry	65	Kaduna	111
Barbados	21	Copenhagen	66	Kampala	112
Barcelona	22	Cork	67	Karachi	113
Barranquilla	23	Caracas	68	Katmandu	114
Basel	24	Curitiba	69	Khartoum	115
Basra	25	Dacca	70	Khorramshahr	116
Beirut	26	Dakar	71	Kingston	117
Belem	27	Damascus	72	Kobe-Osaka	118
Belfast	28	Dar-es-Salaam	73	Kuala Lumpur	119
Belgrade	29	Dhahran	74	Kuwait	120
Belize	30	Djakarta	75	Lagos	121
Belo Horizonte	31	Dublin	76	Lahore	122
Benghazi	32	Durban	77	La Paz	123
Berlin	33	Dusseldorf	78	Le Havre	124
Bern	34	Edinburgh	79	Leopoldville	125
Bilbao	35	Edmonton	80	Lima	126
Birmingham	36	Elisabethville	81	Lisbon	127
Bogota	37	Florence	82	Liverpool	128
Bombay	38	Frankfurt	83	Lome	129
Bona	39	Freetown	84	London	130
Bordeaux	40	Fukuoka	85	Lourenco Marques	131
Brasilia	41	Geneva	86	Luanda	132
Brazzaville	42	Geneva	87	Luxembourg	133
Bremen	43	Georgetown	88	Lyon	134
Brisbane	44	Glasgow	89	Madras	135
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DEPARTMENT OF STATE INSTRUCTION

eld

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NO.: GA-6262, January 25, 1961,

82 eld
ORIGIN: SUBJECT: Transmittal of Handbook: "Guide for Graphics Coordinators"INR
INFO
AF
ARA
EUR
FE
NEA
A/HP
O/FSI

TO: All American Diplomatic and Consular Posts

Reference is made to 4 FSM 942, issued in revised form on July 25, 1960, which explains the needs of United States Government agencies for photographic coverage of foreign areas and briefly describes the procedures to be followed in providing such photographs to the Department for a central file in the Graphics Register of the Central Intelligence Agency.

During the past two years the Graphics Program has proved to be an outstanding success. Experience has shown, however, that many questions of a similar nature are being raised by Graphics Coordinators. It was felt, therefore, that a handbook containing additional basic instructions with more detailed information on photographic needs and photography in general would be useful.

It will be noted that the enclosed handbook has been assembled in three sections, classified "Confidential", "Official Use Only" and "Unclassified". Graphics Coordinators are requested to remove the staple from the outer cover of all copies, immediately upon receipt. Thus the unclassified portion may be carried on photographic trips while the classified portions must remain in secure premises. The classified portions describe the Program and the subjects of general photographic interest in all areas while the unclassified section on basic technical aspects of photography is designed to present a simplified summary of the more important phases of picture taking in non-technical language.

Additional copies of subject handbook may be obtained upon request.

RWSK

Enclosure:

Handbook: "Guide for Graphics Coordinators"
(See attached list)

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DRAFTED BY:

APPROVED BY:

ICD:ILB:FRBerg:ses

1/16/61

INR:ICD:ILB:SDZagorski

CLEARANCES:

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CA-5262, January 25, 1961

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Ponta Delgada	182	Taipei	228		

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(Security Classification)

V-37
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Photo
File Cg
Rm 21

Chief, Graphics Register, OOR

ILLEGIB

23 March 1961

Chief, Photograph Branch

Origin, Development, and Present Status of the
Graphics Coordinator Program

Historical Background

The Graphics Collection Program was first officially recognized by the Department of State with the issuance of Foreign Service Serial No. 888 of August 5, 1948 to all American Diplomatic and Consular Officers. This Instruction produced little response during the year following its issuance. Follow-up similar letters were sent out to 140 Posts on October 20, 1949, and on January 5, 1951. In December, 1951, at the request of Ross Ingersoll of IAD, Department of State, we prepared a draft of photographic requirements for inclusion in a revision of the Foreign Service Manual. The resultant Chapter 942 on Collection of Photographs was an official recognition by the Department that the Graphics Program was of sufficient importance to warrant whatever assistance could be provided by the Foreign Service. A few Posts wrote to the Department offering their services with reference to FSM 942 and some of these Posts became very active and continuous contributors. However, most of the collection activity was a result of person to person contact, i.e. -- briefing of a few outgoing Foreign Service personnel by Graphics Register, and the provision of cameras, film, and collection guidance to those officers we deemed to have the most collection potential.

In 1957, through the cooperation and initiative of F. Robert Berg of ICD/CIE we began a program of briefing all outgoing FSO's, offering cameras, film, etc. in a general attempt to place as many participants as possible in each major geographic area. Within one year we were successful in selling the Graphics Program to 55 active participants.

Graphics Coordinator Program

Because the Graphics Program was being conducted on a person to person relationship, frequently without the knowledge of the Chief of Mission, and always on a completely voluntary "extra-curricular" basis, it soon became evident that there were many disadvantages and pitfalls under such procedure. Mr. [redacted] then advanced the idea of having a Graphics Coordinator at each Post. He further explored the idea during his African trip in

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the summer of 1958 and found that the Chiefs of Mission welcomed the plan. On his return [] discussed his experience with [] of OCM and it was agreed that circular instructions should be sent to all Posts requesting that Graphics Coordinators be appointed. In collaboration with Graphics Register, circular instructions were prepared by CIB and sent to the field as follows: African posts - Oct. 29, Near East - Oct. 30, Far East - Oct. 21, Latin America - Nov. 28, Europe - Dec. 3, and Iron Curtain posts - Feb. 18, 1959.

In March, 1960, we were notified by the Department that the Foreign Service Manual was being revised and that the size of the Graphics Register contribution had to be reduced from 11 pages to 3 pages. In complying with this request it was decided that much information of value to the Graphics Coordinator would be deleted from the Foreign Service Manual. Accordingly, a handbook, entitled "Guide for Graphics Coordinators" was prepared by Graphics Register to include much of the information deleted from the Manual and an additional section on the technical aspects of photography. Copies of the Handbook were sent to 260 posts under an Instruction of January 25, 1961.

As of 21 March 1961 there were 165 active posts in the Graphics Coordinator Program. Graphics Coordinators have been officially designated 135 of these posts. An additional 69 Foreign Service Officers participate in the Program to give a total of 204 collectors. Incidentally, 35 of the part-time Publications Officers and 5 full-time Publications Officers are also designated as Graphics Coordinators. One hundred and seventy-two cameras, 31 light meters and 9 supplementary lenses are at present assigned to these Foreign Service Officers.

We feel that the Program is an outstanding success because of the enthusiasm of the participants. We have also found that the only way to engender this interest and to keep it alive is to correspond frequently with the Graphics Coordinator, supply him with meaningful specific requirements, and evaluate and comment on each of his contributions. Apropos of our interest in frequent communication, since January 1, 1961 we have been in touch with 103 of the 165 active posts.

Our statistics for fiscal year 1960 show a total of 34,186 photographs received through the Graphics Coordinator Program. A few examples of some of the more interesting receipts during the past few months follow:

- a. A collection of 8,000 recent date photos on the Belgian Congo was purchased through the Graphics Coordinator in Brussels.

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- b. The Graphics Coordinator in New Delhi, who is also Geographic Attache travels a great deal and sends in a large volume of photography in answer to our requirements. He recently traveled in Afghanistan, Nepal, Iran and Ceylon.
- c. The Graphics Coordinator in Chiangmai, Thailand has been very active since the first of the year in providing valuable coverage on terrain and roads in the Laotian and Burma border areas.
- d. In South Viet Nam, the Graphics Coordinators in Hue and Saigon have been supplying excellent photography in response to our requirements on roads and coastal areas.
- e. The biggest area deficiency in photography is, of course, Communist China. Fortunately, Jack Friedman, the Publications Officer in Hong Kong has developed a new source, The China News Service. This photography is not available from any other source and has added substantially to the existing coverage on Communist China.
- f. The Graphics Coordinator in Khorramshahr continues a program begun about 2 years ago in which he provides photography on Soviet ship movements through that Iranian port.
- g. The new Graphics Coordinator in Freetown, Sierra Leone, has provided three serial photos of Freetown with completely annotated overlays.

Interesting and valuable shipments have become routine now that we have developed proper "feed back" to the collectors. Many Coordinators notify us of their travel plans so we can provide additional collection guidance and additional photographic supplies. Some Coordinators never take a picture but serve as a reference point for all Embassy travelers. This has been the case in Rangoon and Vientiane where, over the past two years, we have acquired outstanding photographic collections. Other Graphics Coordinators have provided us with valuable source leads for further exploitation by the Office of Operations. In order to prevent duplication of effort, collection requirements are coordinated with Service Attaches at certain posts.

We are called on by the Department of State to submit evaluations of graphics activities for the use of Foreign Service Inspectors. We find this a convenient channel through which to extend Headquarters appreciation and commendation for some of the fine work being done for us. Letters of Commendation have also been written for a few Graphics Coordinators.

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OFFICE OF THE COLLECTOR
DISTRICT No. 10

ADDRESS REPLY TO
COLLECTOR OF CUSTOMS

TREASURY DEPARTMENT
BUREAU OF CUSTOMS
NEW YORK 4, N. Y.

Prod. 3e 3

1 Aug 61 Jell
Staff C - FBI
OCI

July 21, 1961

IN REPLY REFER TO

IF rec

YOUR FILE

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Key

There is transmitted herewith a memorandum which may be of
some interest to you.

Sincerely yours,

IRVING FISHMAN
Deputy Collector

Enclosure

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SECRETMEMORANDUM

Although the program involving the detention of communist propaganda was discontinued in April of 1961 by Executive Order of the President, such materials received at the port of New York continue to be subjected to Customs examination. Because of the interest of Government agencies in whether there was any change in the volume of such material sent to the United States from the Soviet-Bloc countries after the discontinuance date, an analysis has been made of the available statistics for the month of June 1961. Such statistics are available only through the port of New York, since this is the only control unit presently operating, and a total of 682,822 packages of mail was observed. It is estimated that these packages contain 945,000 individually printed pieces of communist propaganda.

By comparison, in June of 1960, the control unit at New York reported a total of 1,219,818 mail packages containing 1,701,872 pieces of communist propaganda. Thus, the figures actually show a falling off of the shipment of communist propaganda to this area.

The above figures do not reflect the receipt in the mails of Redefection material since this type of printed matter is in the first class mails. The Redefection material continues at the rate of 125,000 letters per month.

By comparison with other available statistics this drop off is not unusual and may reflect only the fact that there was no vital political issues before the American public which the Soviet propaganda machine wishes to interpret. There have been low receipt months in other years.

Based upon a five year study of the records, 1960 has been the peak year for the shipment of political communist propaganda from the Soviet-Bloc countries to the United States.

Thus it may be of interest to note that the volume received in June 1961 consisted only of 55% of that which was received in June 1960. In June 1960 there was, however, an increase of 224% over June 1959, and if we compare the 1961 figures with the 1959 statistics we find an increase in June 1961 over June 1959 of approximately 80%.

For further review the figures for the periods January-June 1961, January-June 1960, and January-June 1959 are listed below. It will be noted that

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in the first six months of 1961 there was a drop off of over 40% in the volume of political propaganda noted at New York insofar as the 1960 figures reflect. Of course, comparing the 1961 figures with the 1959 figures, there is indicated a 100% increase.

<u>Period</u>	<u>Packages</u>	<u>Pieces</u>
January-June 1961	3,959,843	5,405,867
January-June 1960	6,425,696	9,432,259
January-June 1959	1,626,931	2,751,071

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ADDRESS OFFICIAL COMMUNICATIONS TO
THE SECRETARY OF STATE
WASHINGTON 25, D. C.



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DEPARTMENT OF STATE
WASHINGTON

September 20, 1961

PAOB

MEMORANDUM FOR THE RECORD

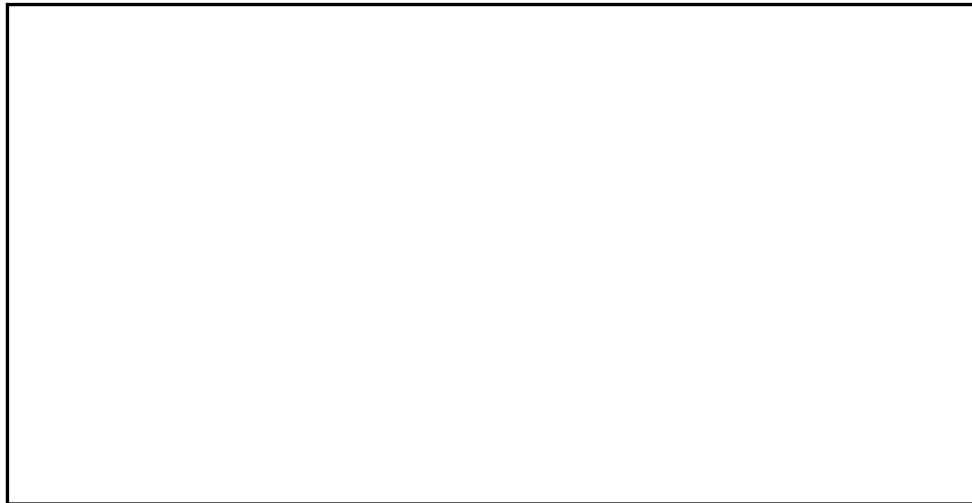
SUBJECT: Collection of Foreign Photographs (4 FSM 942)

This will confirm the meeting held in my office on August 7, 1961 for the purpose of discussing proposed changes in the Graphics Program.

In order to eliminate undesirable duplication and to effect greater efficiency in carrying out the intent of the Program, tentative agreement was reached on the following proposals:

1. Delegation of Authority

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2. Handling of Correspondence

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3. Clearances

In accordance with Departmental regulations, particularly sensitive communications or communications levying requirements on the Foreign Service must be cleared with the appropriate geographic (policy) bureaus of the Department. INR/CS/ILB will retain the responsibility for obtaining such clearances.

4. Evaluations

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The handling of evaluations of the performance of the various posts under the Program will remain unaffected.

When details have been worked out [redacted] would be given DS-7 signature cards and the above procedures will be put into effect.

Wm
William McAfee
Director, Coordination Staff

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ACTIVITY REPORT

I. PROCESSING

A. Items Processed or Filed

<u>Films Indexed</u>	<u>1st Quarter FY1961</u>	<u>1st Quarter FY1962</u>	<u>Cumulative</u>		
Analyses Added	292	313			
Analyses Deleted	67	31			
Document Abstracts Indexed	146	221	11,932		
Document Abstracts Deleted	84	4,581			
<u>Prints and Subjects Accessioned</u>			5,011		
Prints	152	243			
Prints Deleted	97	55			
Subjects	141	173	7,945		
Subjects Deleted	59	55			
<u>Photo Analysis (by area)</u>	<u>Received</u>	<u>Accessioned</u>	<u>Received</u>	<u>Accessioned</u>	
USSR	13,720	3,356	9,730	4,948	
SS/G	3,445	933	6,002	1,750	
FE/P	8,371	4,224	10,015	3,926	
NE/A	14,291	3,216	8,553	2,632	
WE/WH	5,169	565	6,053	1,364	
Personalities	<u>11,233</u>	<u>7,952</u>	<u>15,284</u>	<u>6,208</u>	
TOTALS	56,229	20,246	55,637	20,828	20,828*

*Cumulative total is for accessioned photographs only during FY1962.

Ground Photographs Deleted: 329
 Personality Photographs Deleted: 0

Total Ground Photography Available: 543,985
 Total Personality Photography Available: 186,336

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ACTIVITY REPORT (continued)

II. SERVICES

A. Services Supplied

<u>Requests Completed</u>	<u>CIA</u>	<u>Non-CIA</u>	<u>TOTAL</u>
<u>1. Photo Branch</u>			
1st Quarter FY1961	1,254	1,116	2,370
1st Quarter FY1962	1,306	1,121	2,427
% Increase or Decrease	+4	+1	+2.4
<u>2. Film Branch</u>			
1st Quarter FY1961	802	131	933
1st Quarter FY1962	887	311	1,198
% Increase or Decrease	+10.5	+137.4	+28.4
<u>Photographs Supplied</u>	<u>1st Quarter FY1961</u>	<u>1st Quarter FY1962</u>	<u>% Increase or Decrease</u>
CIA Collection	60,271	76,986	+22
USIB Collections	29,696	16,249	-46
Total	89,967	93,235	+4
<u>Films Furnished or Shown</u>			
Presentations	251	355	+41.4
Loans	1,119	1,165	-4.1
Total	1,370	1,520	+10.0

B. Examples of Outstanding Service or Support

1. Messrs. [] briefed participants in the Administrative Operations Course of the Foreign Service Institute on the Graphics Coordinator Program on 25 August 1961.
2. Messrs. [] attended an RCA Seminar on Videotape in Camden, New Jersey, 19-22 September.

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ACTIVITY REPORT (continued)

II. SERVICES (continued)

B. Examples of Outstanding Service or Support (continued)

3. As a result of high priority procurement and processing by the Photo Branch of photography taken at the Tushino Air Show in Moscow, a large volume of black and white prints and color transparencies were furnished to meet the requirements of OCI, ORR, OSI, NPIC and interested offices in the Department of Defense. The Branch received special commendations from ORR and OSI for services rendered. In addition, CBS, NBC and Hearst newsreel coverage of the Soviet 9 July aviation display at Tushino was assembled by the Film Branch and presented to an audience of 43 persons representing this Agency, Army and the Air Force. Immediately following that presentation, short "crash" loans of the film were made for the weekly briefings of the Under Secretary of the Army and of the Air Force, and of the Joint Chiefs of Staff. AFCEA, ACSI, ONI and ATIC units were serviced quickly for evaluation of the aircraft. Meanwhile Film Branch proceeded with the preparation of an edited ten-minute version of the best footage from the newsreels. Multiple prints of the edited version were distributed on long-term loans to all interested components of this and other intelligence agencies. *
4. The Film Branch edited extensive footage on recent Cuban developments to support a series of briefings sponsored by the Secretary of State's Special Operations Staff. Many news stories were combined into a new treatment for this purpose. *
5. Through direct arrangements with the major television networks, Film Branch secured on short loan basis the videotapes of the Moscow and Havana May Day Parades. These were presented at four showings at the Pentagon for OCI, ORR, OSI, NPIC, Army and Air Force. *
6. Included in receipts from the Graphics Coordinator Program were several excellent rolls of film from Israel. Requirements for photos of several industrial installations and the Jordan-Negev pipeline irrigation system were very satisfactorily answered. During this period specific requirements guidance lists were prepared and sent to Foreign Service posts in Libya, Johannesburg, Iran, Turkey, Northern Rhodesia, Nyasaland and Argentina. In addition, the Photo Branch furnished [] with comprehensive specific photographic requirements on Turkey, Iran, Honduras, Guinea, Mali, Mauritania, Niger, Senegal, Southern and Northern Rhodesia, Nyasaland, Sudan, Tunisia, Upper Volta, Ghana, Malaya, Cambodia, and South Vietnam. Seventy-seven copies of each list were provided for dissemination [] These requirements reflected the composite needs of USIB offices for NIS and operational studies.

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Chief, Graphics Register, ORR

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3 October 1961

MEMORANDUM FOR: Deputy Director (Intelligence)
VIA : Executive Officer, DCI
SUBJECT : Photographic Requirements for the
Office of the DCI

1. As you are aware, there have been discussions going on for several months on how best to provide rapid and efficient photographic service to the Office of the Director in the new building. In the past, the major burden of this work has been carried on by the Technical Services Division, DD/P, as well as the Graphics Register of OCR. Since it is not presently planned that TSD move to the new building, we have investigated the possibility of a photographer from TSD sharing space in one of the photo labs designed for units moving to the new building. It appears, however, that presently planned space would not permit the efficient use of such a TSD photographer at times other than those when he was undertaking work for the Office of the Director.

2. It is, therefore, requested that Graphics Register accept this responsibility after the move, and consult to the extent necessary with the Office of the Director and with TSD to assure its capability to meet requirements likely to arise. TSD for its part stands ready to assist in any way in the transfer of this function.

/s/

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cc: C/TSD

Chief of Operations, DD/P

CONCUR:

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(signed 5 Oct 1961)
Executive Officer, DCI

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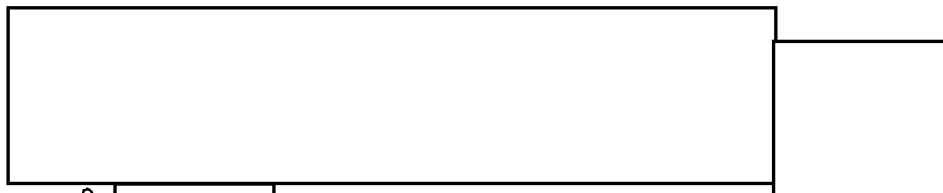
5 October 1961

MEMORANDUM FOR: Mr. William McAfee
Director, Coordination Staff, INR/CS

SUBJECT : Graphics Coordinator Program

REFERENCE : Your Memo for the Record of September 20, 1961,
above subject.

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2. [redacted] will work out the necessary implementing details and procedures with Mr. Robert Berg of your office.

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3. We believe that the streamlined procedures involved in the proposal will further expedite communication between headquarters and the field, reflecting the effective cooperation and coordination that has characterized our joint efforts in both the establishment and development of a successful Graphics Program.

Paul A. Borel
Assistant Director

Distribution:
Orig & 1 - Addressee
2 - OAD/CR
2 - GR/CR

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OCR/GR: [redacted]

26 FEB 1969

CENTRAL INTELLIGENCE AGENCY
OFFICE OF CENTRAL REFERENCE

64-34114

13 October 1961

MEMORANDUM FOR: Chief of Operations, EO/P

SUBJECT: Photographic Requirements for the
Office of the DCI

REFERENCE: Memorandum from Chief of Operations, EO/P,
via Executive Officer, DCI, to EO/I, dated
3 October 1961, same subject.

1. Graphics Register OCR has capabilities to service the normal photographic requirements (Presentation Awards, etc.) of the Office of the DCI, and stands ready to accept this responsibility. Should any requirement exceed the capabilities of the Graphics Register, it will call upon TSD/OSP for the necessary technical assistance.

2. Graphics Register will confer with the Office of the DCI and also TSD/OSP relative to the details of the transfer of this responsibility.

PAUL A. DONIL
Assistant Director
Central Reference

Distribution:

Orig & 1 - Addressee
2 - OAD/CR
2 - GR/CR

OCR/GR

STATINTL

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BRIEFING DATA

GRAPHICS REGISTER
OFFICE OF CENTRAL REFERENCE

1. MISSION

To provide a central service of pictorial intelligence on foreign areas, subjects and personalities for use by CIA and other components of the intelligence community. This service is based primarily on motion picture film and photographs to support the operations, research, orientation and training carried on by other components.

The Register participates in the formulation of requirements which direct the collection of foreign pictorial information. Selected material of intelligence significance is processed, machine recorded, filed, indexed and cross-referenced.

Especially significant material both for photographs and motion picture film is brought to the attention of interested offices requesting such services.

Film editing, sound recording, mixing and transferring, the supply and operation of audio visual equipment are attached services. Service includes assistance in the use of material provided.

The extremely active interest of the intelligence community in both motion pictures and still photographs is attributed to the unexcelled ability of both to communicate clear, concise information. The many differences in these two basic forms of pictorial information have dictated a branch devoted to the processing and servicing of each form. There is overlap, but sources, processing controls, utilization and servicing aspects are significantly different. Because of this, briefing data is presented separately for each branch.

2. ORGANIZATION CHARTS

See following pages.

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GRAPHICS REGISTER, OCR

OFFICE OF THE CHIEF (6)

Chief
Deputy Chief
Sec. Steno.

Support
Section

PHOTO BRANCH (32)

Chief
Sec. Steno.

FILM BRANCH (25)

Chief
Sec. Steno.

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PHOTOGRAPH BRANCH3. PRINCIPAL SERVICES AND VOLUME FIGURES

	<u>1958</u>	<u>1959</u>	<u>1960 (to 1 Dec.)</u>
Requests Received	8,910	10,180	8,948
Photographs Furnished	288,186	412,990*	372,702

*281,979 photographs furnished from GR files.
 131,011 photographs obtained by GR from Department of Defense for Agency requestors.

4. PRINCIPAL CONSUMERS AND USE FIGURES

CIA	54.1%
USIB	42.7%
Non-USIB	3.2%

Major Users of GR Services

<u>IN CIA</u>	<u>USIB</u>	<u>NON-USIB USERS*</u>
ORR	Air Force	Interior
PIC	Army	Agriculture
OSI	State	
DDP	Navy	

*Offices working on contributions to the NIS.

5. MAJOR PHOTOGRAPH BRANCH FILES

Master File Ground Photography	470,327	45 7-drawer 5x8 cabinets
Semi-processed Ground Photography	13,953	
Master File (personalities)	137,019	6 7-drawer 5x8 cabinets
Semi-processed (personalities)	8,000	5 4-drawer 8x10 cabinets
Color Slides	<u>5,000</u>	4 bookcase units
Total Photography in Active Use	634,299	

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Photography Retired for Obsolescence 387,851

Active Negative Files 607,346 26 10-drawer IBM cabinets

Retired Negative Files 618,000*

*Includes negatives held for record purposes negatives,
many of which were never printed for the Master File.

Caption Reports 1,225,346 11 7-drawer 5x8 cabinets
Source Records 2 5-drawer safe cabinets
Map Files 6 5-drawer sections
Reference Aids 55 bookcase sections

Some Top Secret material is kept separately from the major files. The major files themselves contain material ranging through Secret. With few exceptions all files are kept in secure vault areas to eliminate heavy, costly, safe-type equipment, the weight of which could not be supported in Building 14. (A major saving is also the time that would otherwise be required to open and secure individual safe cabinets.)

The Master File of ground photography contains the full range of intelligence interests including covert, operational, sociological, propaganda, industry, military, scientific, etc. It is organized on a geographic basis; this is either a country, province, place or coordinate basis. The latter is used for the Russian section and may be expanded to other countries. Subject indexing is provided by a visible color tab system. All photographs are 4x6 in size mounted on a 5x8 light weight card stock carrying the visible index. The size chosen is optimum for ready inspection without optical aids, at the same time economizing on cabinet and floor space requirements over normal 8x10 photography.

A program is in effect to delete obsolete and duplicate material on a continuing basis.

All Master File photographs are IBM indexed and machine listings can be provided by any combination of area, subject, classification, etc. This same machine record is an essential control and support of intelligence photography at the Vital Materials Repository.

The personality file contains photographs of foreign individuals who are significant, or likely to become significant, in the affairs of their country. It is the largest such file in the intelligence community and is unique in covering the full range of intelligence interest. The Department of State, DDP, and the Defense Department are the Major users of this file.

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6. MAJOR STRENGTHS AND WEAKNESSES

Graphics Register now has world-wide collection sources to provide practically any coverage needed. Our resources are particularly strong on USSR, Satellites, NE/A, and Far East countries. Laboratory processing time has been reduced to 7 days on routine requests and the capacity for handling high priority processing (2 or 3 days) is very satisfactory.

Photo services have greater depth than that indicated by statistics on "requests received" and "photos furnished," although even this has significance when we note that we have recorded our 70,000th request in November of this year and have supplied over 2,549,516 photographs. additional services of significance include:

- a. Research of Defense Agency photo holdings (aerial and ground) for Agency requirements.
- b. Technical assistance on use of photographs in publications, training in use of cameras.
- c. Provide photographs for special projects.
- d. High priority processing printing.
- e. Briefing and debriefing of foreign travelers.

Major file weaknesses are on Western Europe and Latin American areas where very little work has been done for the past several years. Although large backlogs of excellent photography are available in the Division on the NE/A and on WE/WH, only one analyst handles all the countries of the Near East and Africa, and no one is assigned to WE/WH. Most of our T/O strength is allotted to the Sov Bloc, CHICOM and peripheral areas where, by use of overtime, backlogs are held to a minimum.

From a source standpoint a major weakness is our inability to take advantage of the valuable photo intelligence available in a large volume of open source literature. This is a man-power problem generally recognized by photo intelligence users.

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FILM BRANCH

3. PRINCIPAL SERVICES AND VOLUME FIGURES

Average request per month (1960) for:

Loan films	225 (500 films)
Showing of films	60 (90 films)
Counseling on procurement and utilization of films	25
Intellofax tapes	18
Miscellaneous services	<u>22</u>
Total	350

Total requests by year:

<u>1958</u>	<u>1959</u>	<u>1960</u>
3,526	4,048	4,210

4. PRINCIPAL CONSUMER AND USE FIGURES

Approximately one-third of the requests are from OTR.

Approximately one-sixth of the requests are from the DD/P.

Approximately one-sixth of the requests are from the USIB Agencies.

Approximately one-third are from the many other components.

DD/P requests are the most time consuming. This is because:

- a. The average request is for a greater number of films than requested by other components.
- b. There are a higher percentage of long term leases and purchases to be negotiated with source.
- c. Films must be selected and negotiation has to be made with source which will be in accordance with requestors plans for utilization.
- d. Coordination is necessary with liaison components of DD/P.

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5. MAJOR FILES

<u>Nature</u>	<u>Size</u>	<u>Physical Description</u>	<u>Security Classification</u>	<u>Maintenance Sequence</u>	<u>Control</u>
Requests	6 cubic feet	3 safe drawers	thru Secret	Numerically with requesting office	Manual with visible tabs
Motion Picture films (9700 films)	1200 cubic feet at Hdqtrs. (6560 films)	22'x22' film vault	thru Secret	Accession number	Library cards
	870 cubic feet at Records Center (3140 films)	870 boxes	thru Secret		
Library cards	6 cubic feet (24,500 cards)	Stand-up tub file plus 4 safe drawers	thru Secret	(a) retention films by accession number (9700 cards) (b) borrowed films by title (14,000 cards)	Manual with visible tabs
Film inspection cards	6 cubic feet (9,700 cards)	3 safe drawers	thru Secret	Accession number (Inspection records for borrowed films are destroyed after 30 days)	Manual with visible tabs
Intellofax (IBM) cards*	12 cubic feet (44,166 cards)	1½ safes (to be replaced by "Ready Locate" file in new building)	Thru Secret	(a) film number (19,733 cards) (b) film title (19,733 cards) (c) "most used" (4,700 cards)	(Manual with visible tabs

* Film summaries on unpunched IBM cards. Punched cards for machine retrieval and intellofax copies are maintained by the Machine Division. They have one deck of 4,130 cards for area and one deck of 137,000 cards for subject.

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The film number and the film title files of Intellofax cards will remain constant at about 20,000 for each file because cards for obsolete and non-used films are deleted in the same proportion that new ones are added. The Machine Division has 137,000 cards in the subject file since there is an average of almost seven subject cards for each of the 20,000 cards. The Machine Division has only 4,130 cards in the area file because most films are not applicable to a specific area.

The 4,700 cards in the "most used" file are broken down as follows:

Tradecraft	1,100
Missiles	400
USSR and Satellites	1,000
Area File	2,200

The difference between the 4,130 area cards in the Machine Division and the 2,200 in the most used file is because only cards for the best and most accessible films are in the manual files.

A fifth category of most used films is now being prepared. There will be a few hundred cards in the file on Communism and the Police State.

There a very few top secret films; the last one was received in 1953. Most of the films of intelligence value are classified Secret and have the caveat of "Intelligence Components Only/No Dissemination Abroad".

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6. MAJOR STRENGTHS AND WEAKNESSES IN PRESENT SYSTEM

The Intellofax System is admirably suited to retrieval of detailed information. However, the great majority of Film Branch requestors, to date, have sought films of a comprehensive nature for training and area orientation. The relatively few comprehensive films on any one subject or area can generally best be handled by "select" subject and area files. For example: (a) Soviet films on Science; (b) area orientation in North Africa; (c) Training films on medicine. The disadvantage of the "select" files system is that there is no method for easily and rapidly reproducing copies of abstracts for the requestor. This, however, may be overcome by more convenient access to Machine Division special equipment in the new building.

The loan and recall of commercially leased films borrowed by DD/P offices for use at field installations is a different type of problem. It requires careful documentation and considerable correspondence, taking much of the time of one Graphics Analyst whose primary assignment is to service requests.

There is a need for machine control of prints (copies) of each motion picture accessioned. Factors that should be controlled mechanically are long term due dates, utilization, "on hand" prints, storage requirements, and costs. At present, the manual selection and listing of film is too time consuming to be done adequately. The feasibility of IBM control has been studied and preliminary steps taken for pilot runs with punched cards and machine listings.

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